



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Historic Preservation Commission
APPLICATION for HISTORIC
LANDMARK DESIGNATION**

Name of Designated Landmark (Historic and/or Common):

Property Address/Location: _____

Tax Parcel Number: _____

Deed Book and Page Number: _____

Plat Book and Page Number: _____

Acreage to be designated: _____

☐ Applicant ☐ Owner

☐ Applicant ☐ Owner

Name (please print legibly)

Name (please print legibly)

Mailing Address

Mailing Address

City, State and Zip Code

City, State and Zip Code

Phone Number

Phone Number

E-mail Address

E-mail Address

Signature

Date

Signature

Date

The application is due no later than twelve noon (12 noon) on the last Tuesday of the month. The regularly scheduled meeting held on every third (3rd) Tuesday of the month.

Return completed applications to:
Guilford County Planning and Development
Independence Center, 5th floor
400 W Market Street - Post Office Box 3427
Greensboro, North Carolina 27402
(336) 641-3334
Mtalbott@guilfordcountync.gov
guilfordcountync.gov/Historic-Preservation-Program

READ CAREFULLY AND SUPPLY ALL INFORMATION

The following information must be provided, in digital format, before the application can be reviewed, deemed complete and placed on the next available Historic Preservation Commission agenda:

1. **STATEMENT OF SIGNIFICANCE:** The property must be deemed historically, architecturally or archaeologically significant. Please describe and document the seven aspects of integrity which include the significance of location, design, setting, workmanship, materials, feeling, and association. Include significant dates in the property's history.
2. **MAPS:** Provide a location/vicinity map for the property. Also provide a scaled site plan of the property indicating the proposed landmark boundaries and location of all buildings to be included in the designation.
3. **PHOTOGRAPHS:** Provide a complete photographic record of the property. Include photographic views sufficient to document all significant aspects of the property proposed for designation. All photographs must be labeled and submitted in a digital format.
4. **ARCHITECTURAL DESCRIPTION:** Describe the original and current appearance and style of the significant structures such as houses, barns, well houses, and other buildings to be designated. The description should include the following: date of construction; date(s) of alterations, description of overall form, and exterior details (and interior details if included). Include a drawing of the existing and original (if different) floor plan with rooms labeled.
5. **HISTORICAL BACKGROUND:** Describe the history of the property. The details should include the following: former uses of the property, list of owners (from Grantor-Grantee index), a list of builders and/or architects if known. Also, if available, provide and label further documentation such as newspaper or periodical articles, excerpts from books, cemetery records, register of deeds documents, and oral history documentation.
6. **BIBLIOGRAPHY:** Provide footnotes and a list of information resources.

I (WE), THE UNDERSIGNED, HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY (OUR) KNOWLEDGE AND BELIEF; AND SUPPORT LANDMARK DESIGNATION OF THE PROPERTY DEFINED HEREIN. I (We) acknowledge that the Guilford County Historic Preservation Commission may require additional information. I (We) acknowledge that the designation includes the exterior as well as the interior, and the land, unless otherwise noted in the approved application. I (We) acknowledge that any alterations of the property and/or features designated, require a Certificate of Appropriateness (COA) issued by the Guilford County Historic Preservation Commission or its staff. I (We) acknowledge that all final application materials submitted become the property of Guilford County and may not be returned.

Signature of Owner(s)

Date

Signature of Owner(s)

Date